

# Office Memorandum • CONFIDENTIAL UNITED STATES GOVERNMENT

TO : Executive for A&M

FROM : Chief, Management Branch

SUBJECT: Intelligence Information Report Forms

DATE: 21 November 1947

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1. The attached comments from OSO, OO, and ORF regarding the intelligence information report forms (51-4, 51-4A and 51-4B) were elicited as the result of a memorandum written by Services Branch [ ] dated 8 October 1947 asking for office concurrences in a form proof.

2. The above memo was sent first to OSO, consequently theirs were the only comments which you received. In your memorandum of 13 Nov. to Services Branch you approved certain changes suggested by OSO. The comments of OO and ORF were received in this office 19 November and 21 November respectively.

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3. In accordance with our discussion yesterday, this morning I directed Services Branch to accept only the changes which you approved in your memorandum of 3 Nov. and to get the forms to Remington-Rand for reproduction today. I instructed Services Branch [ ] to order a six months' supply. (We are receiving these forms without charge from Remington-Rand to compensate us for an error they made in our last order).

4. The forms approved for reproduction for this test period are, in my opinion, not completely satisfactory. I think we should wait about two or three months, getting the advantage of additional experience, and redraft the forms, giving consideration to the attached comments of the offices.

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Document No. 4

No Change In Class. ☐

Declassified

Class. Changed To: TS S C

Date: 8-11-70

By: [ ]

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